



**Montgomery County Planning Department**  
Maryland-National Capital Park and Planning Commission

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2425 Reedie Drive  
Wheaton, Maryland 20902

[www.montgomeryplanning.org](http://www.montgomeryplanning.org)

Effective: December 4, 2024

Phone 301.495.4550  
Fax 301.495.1306

**REGULATORY REVIEW EXTENSION REQUEST**

**M-NCPPC Staff Use Only**

File Number	_____	MCPB Hearing Date	_____
Date Received	_____		_____

**Plan Name:** \_\_\_\_\_ **Plan No.** \_\_\_\_\_

This is a request for extension of:  Project Plan  Sketch Plan  
 Preliminary Plan  Site Plan

The Plan is tentatively scheduled for a Planning Board public hearing on (this date is the last scheduled Planning Board hearing date within the review period): \_\_\_\_\_

The Planning Director may postpone the public hearing for up to 30 days without Planning Board approval. Extensions beyond 30 days require approval from the Planning Board.

**Person requesting the extension:**

Owner,  Owner's Representative,  Staff (check applicable.)

Name \_\_\_\_\_ Affiliation/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

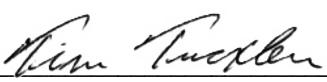
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

We are requesting an extension for \_\_\_\_\_ days/ \_\_\_\_\_ months until \_\_\_\_\_ (this date must be a scheduled Planning Board hearing date).

Describe the nature of the extension request. Provide a separate sheet if necessary.

\_\_\_\_\_

**Signature of Person Requesting the Extension**

  
Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Extension Review**

*Planning Director Review for Extensions 30 days or less*

I, the Planning Director, or Director's designee, have the ability to grant one extension of the Planning Board public hearing date of up to 30 days and approve an extension of the Planning Board public hearing date from

\_\_\_\_\_ until \_\_\_\_\_ (this date must be a schedule Planning Board hearing date).

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*Signature*

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*Date*

*Planning Board Review for Extensions greater than 30 days*

The Montgomery County Planning Board reviewed the extension request on \_\_\_\_\_ and approved an extension of the Planning Board public hearing date from \_\_\_\_\_ until

\_\_\_\_\_ (this date must be a scheduled Planning Board public hearing date).